

Probation and Court-Based Alternative (PCBA) GRANT CSA COMMON DATA INSTRUCTIONS

June 27, 2011

DATA REQUIREMENTS

As part of your participation in the PCBA grant program, you are required to submit data to CSA. The data will allow CSA to track the progress of the eight grant programs using data common to all the programs. The four reporting forms are attached (two for Juvenile Hall and two for Camp/Ranch).

Common Data Elements

There are three common data elements (see the attached data recording forms):

1. Admissions to detention
2. Average Daily Population (ADP), and
3. Average Length of Stay (ALS)

Results for the three data elements must be reported for:

A. Juvenile Hall

- Admissions due to Violations of Probation (VOP). The VOPs are probation driven and "stand-alone" with no additional charges. If the grant program provides interventions for only a subset of juveniles (e.g., males only or females only), the count for VOPs should be restricted to that subset.
- All admissions to juvenile halls.

B. Camps/Ranch

- Admissions due to VOP (stand-alone with no additional charges, probation driven). As with juvenile halls, if the grant program provides interventions for only a subset of juveniles, the count of VOPs should be restricted to that subset.
- All admissions to camps/ranches.

Data Timeframes

The data are to be submitted for two timeframes:

1. Historical Baseline (for Juvenile Hall and Camp/Ranch separately)
2. During the course of the grant (for Juvenile Hall and Camp/Ranch)

Data Submission

- A. Historical Baseline Data: report the data, per month, for a period of 12 consecutive months prior to the beginning of the grant period in July 2011. The twelve consecutive month period can begin on any month starting with July 2009 (with July 2010 being the last possible starting month).

- B. Month Data: capture the data for each month of the grant period and report them to CSA quarterly.
- C. Due Dates: the Historical Baseline data 12-month report is due August 15, 2011. The quarterly reports are due 45 days after the end of each quarter:
 - 1st quarterly report due by November 15, 2011
 - 2nd quarterly report due by February 15, 2012
 - 3rd quarterly report due by May 15, 2012
 - 4th quarterly report due by August 15, 2012
- D. The data can be submitted in either the attached forms (copies of which can be submitted quarterly for the monthly reporting), or can be transferred to a spreadsheet and emailed to CSA.

Data Definitions

Admissions to Detention:

The data to be submitted are total numbers of admissions per month for VOPs and total admissions to juvenile hall and camp/ranch separately.

ADP:

The total population and the population of VOPs should be recorded for each day. The monthly figure to be reported will be the average across the days in the month.

ALS:

The length of stay of each juvenile released from juvenile hall and camp/ranch should be recorded (for VOPs and all releases). The monthly figure to be reported will be the average length of stay across the days in the month.